

CITY OF ATLANTA ADVERTISEMENT FOR PROPOSALS

Please be advised that sealed proposals for **FC-7619-03, Annual Contract for Architectural and Engineering Services (RFP)** will be accepted by designated staff of the Department of Procurement, Suite 1790, 55 Trinity Avenue, SW, City Hall South, Atlanta, Georgia 30303-0307, on Wednesday, December 3, 2003. Proposals must be sealed, submitted and time stamped in no later than 1:59 P.M. on the stated date.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 1:59 P.M.****

THIS PROJECT IS AN ELIGIBLE BIDDER PROJECT AS DEFINED IN §2-1443 OF THE ATLANTA CODE OF ORDINANCES, AND NO BID WILL BE ACCEPTED UNLESS THE BID IS SUBMITTED BY AN ELIGIBLE BIDDER AS APPROVED BY THE OFFICE OF CONTRACT COMPLIANCE.

The names of proponents submitting proposals will be publicly read at 2:00 P.M. in the Proposal Conference Room, of the Department of Procurement, Suite 1900, at the above address.

SCOPE OF WORK: The City of Atlanta ("**City**") is soliciting Proposals from qualified Proponents to provide architectural and engineering services for various departments within the City on an as needed-basis. Services will included, but not limited to, architectural, engineering, design, and construction support services.

A Pre-Proposal Conference will be held **Tuesday, November 11, 2003, at 9:00 A.M.**, in the Bid Conference Room, of the Department of Procurement, 55 Trinity Avenue, Suite 1900, Atlanta, Georgia 30303-0307. The purpose of the Pre-Proposal Conference is to provide the proponents with detailed information regarding the project and to address any questions and concerns. There will be City Representatives from the various technical departments to address the technical requirements (scope of work); the Department of Procurement to address questions concerning the purchasing process; the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements; and the Office of Risk Management to address any bonding/insurance requirements. Proponents are urged to attend the Pre-Proposal Conference in order to clarify questions regarding the solicitation documents.

General instructions, plans and/or specifications for submitting proposal packages for this project will be available Monday through Friday from 7:00 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M., **beginning Monday, October 20, 2003**, in the Department of Procurement's Plan Room, Suite 1900, at a cost of \$50.00. Payment for the documents represents production costs and, therefore, is non-refundable.

If you have any questions regarding this project, please contact Anthony D. Stanley, Contracting Officer, at (404) 330-6384 or by e-mail at adstanley@atlantaga.gov. Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holders list should be directed to the Plan Room at (404) 330-6069.

Questions concerning the Eligible Bidder Program should be directed to the Office of Contract Compliance at (404) 330-6010.

The City reserves the right to reject any and all proposals and to waive any technicalities.

*****The Bid/Proposal document cannot be downloaded. The Bid/Proposal document must be purchased at DOP's Plan Room.**